

DD/ST# 4737-68

11 DEC 1968

MEMORANDUM FOR: Executive Director-Comptroller  
Deputy Director for Science and Technology  
Deputy Director for Plans  
Deputy Director for Intelligence  
Inspector General  
General Counsel

SUBJECT : Proposed Headquarters Employee Bulletin #195,  
Christmas Activities - 1968

Attached is an advance copy of subject Bulletin, which has been forwarded to Printing Services Division with the request that it be distributed, if possible, by 13 December 1968.

25X1A

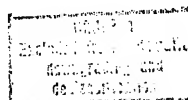
Chief, Support Services Staff

Attachment: As stated

cc: SSA-DDS  
D/P

DD/S&T  
FILE COPY

CONFIDENTIAL



ADMINISTRATIVE - INTERNAL USE ONLY

# Headquarters EMPLOYEE BULLETIN

## CHRISTMAS ACTIVITIES - 1968

1. In order to help create a Christmas atmosphere in the Headquarters Building, a large decorated tree will be located in the hallway adjacent to the main entrance foyer. Christmas decorations in good taste are encouraged in rooms, on doors and in corridors in the various buildings in the headquarters area. Employees are reminded of safety measures prescribed in Chapter XVII of HB 10-700-1 for the use of decorative materials and Christmas trees. For safety guidance regarding the use of electrical decorations, call extension 5245 or take the items to Room 1J-45. It is requested that only masking tape be used on doors or walls. Do not use cellophane tape, nails, or other fastening devices which mar the doors and walls. Window sprays which permanently damage glass should not be used; please read directions on spray cans carefully.

2. The Agency will not sponsor Christmas religious services this year. Employees desiring to attend services are urged to do so at churches of their own choice. However, the clergy in the McLean/Langley area have advised that no special Christmas services will be held this year except Midnight Mass on Christmas Eve.

3. Cafeterias in the Headquarters Building will be closed on 25 and 28 December 1968 and 1 January 1969. During the period 24 through 31 December 1968, the cafeterias will close at 3:30 p.m.; thus, no evening meal will be served. The Ames Building cafeteria will close at 1:30 p.m. on 24 and 31 December 1968. It will be closed all day on 25 December and 1 January.

DISTRIBUTION: ALL EMPLOYEES

ADMINISTRATIVE - INTERNAL USE ONLY